

## How to Save a PowerPoint presentation as a web page

**Did you know....**that you can save a normal PowerPoint presentation as a web page so that it runs without having to open PowerPoint and has an index page so people can jump to specific slides?

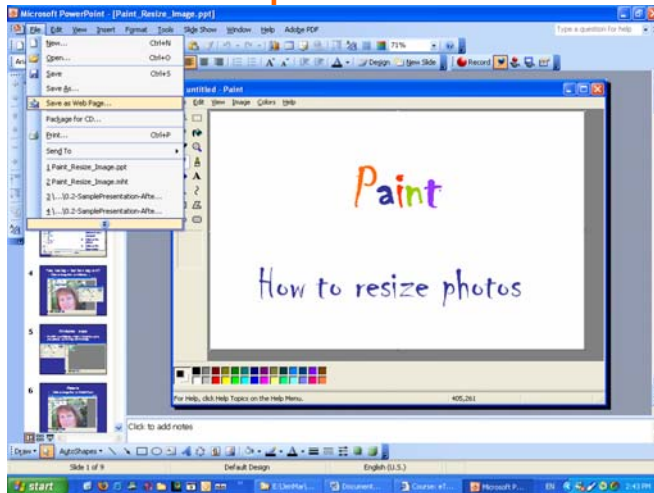
### How to Save a presentation as a Web Page

1. Open the presentation that you would like to save as a web page
2. Click on **File / Save as Web page...**
3. Click on the **Change Title...** button in the Save As window
4. Type an appropriate name for your presentation and click on the **OK** button
5. Click on the **Save** button – (at bottom of window)

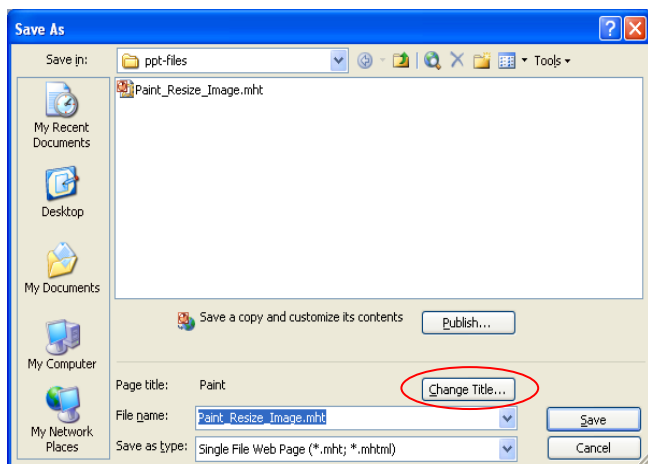
**Note:** The file will be saved in the same location as your original presentation.  
The file extension for this type of file is: **.mht**

### Example

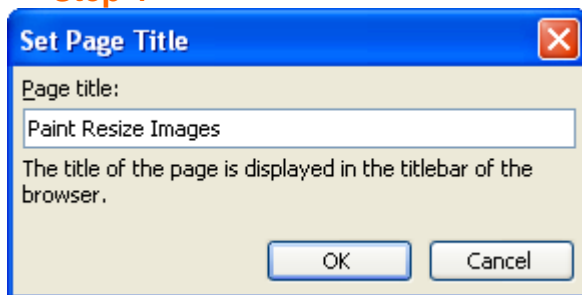
#### Steps 1 & 2



#### Step 3



#### Step 4



**Note: file extension is: .mht**

Name	Size	Type
Paint_Resize_Image.mht	2,369 KB	MHTML Document
Paint_Resize_Image.ppt	1,418 KB	Microsoft PowerPoi...